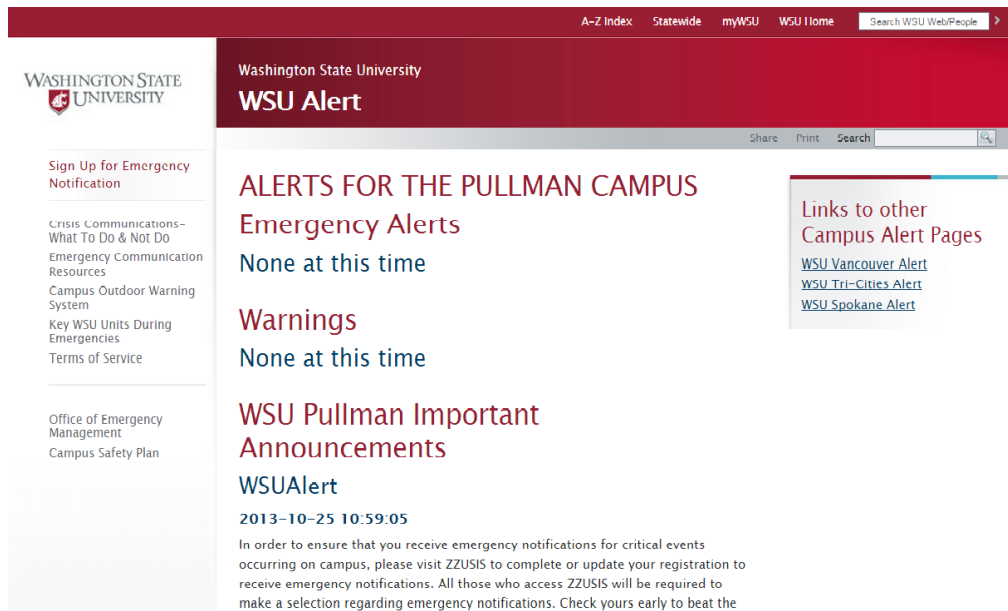


# Emergency preparedness for Students

## WHAT ARE YOU DOING TO BE BETTER PREPARED FOR EMERGENCIES?

Go to the WSU ALERT website to get current information and updates on important issues affecting WSU. Bookmark this site and check it regularly!

<http://www.alert.wsu.edu>



The screenshot shows the WSU Alert website interface. At the top, there is a navigation bar with links for "A-Z Index", "Statewide", "myWSU", and "WSU Home", along with a search box. The main header area displays the Washington State University logo and the "WSU Alert" title. Below this, there are sections for "ALERTS FOR THE PULLMAN CAMPUS", "Emergency Alerts", and "Warnings", all of which currently show "None at this time". A section titled "WSU Pullman Important Announcements" and "WSUAlert" is dated "2013-10-25 10:59:05". The text below this date reads: "In order to ensure that you receive emergency notifications for critical events occurring on campus, please visit ZZUSIS to complete or update your registration to receive emergency notifications. All those who access ZZUSIS will be required to make a selection regarding emergency notifications. Check yours early to beat the". On the right side, there is a box titled "Links to other Campus Alert Pages" with links for "WSU Vancouver Alert", "WSU Tri-Cities Alert", and "WSU Spokane Alert". A left sidebar contains various links such as "Sign Up for Emergency Notification", "Crisis Communications-- What To Do & Not Do", "Emergency Communication Resources", "Campus Outdoor Warning System", "Key WSU Units During Emergencies", "Terms of Service", "Office of Emergency Management", and "Campus Safety Plan".

# For Emergency situations occurring when you are in class or on campus at WSU-Pullman:

## Alert, Assess, Act

As adults, college students should always be prepared to maintain their own safety during an emergency situation. They should also be prepared to assist others as long as it does not jeopardize their own safety. The following information can help you during various types of emergencies.

### General Evacuation Information for all Emergencies:

- When fire alarms sound, you are required to evacuate the facility. Never assume it is a false alarm.
- Take personal belongings (purses, keys, wallets, etc.)
- Secure any hazardous materials or equipment before leaving

Evacuate the building using the nearest exit or alternate if nearest exit is blocked. For each classroom or building you are in, locate at least two exits from the building!

- Do not use elevators!
- Follow directions given by instructor (for academic facilities), building personnel and/or emergency personnel.
- Get at least 50 feet from building and watch out for and stay out of the path of emergency vehicles and personnel.
- Assist persons with disabilities. If unable to help the disabled out of the building, locate signs for refuge areas and assist the disabled to that area. Inform emergency personnel that a disabled person is still in the building and where they are.
- For academic facilities, the Instructor should check that all students have exited the classroom.
- Do not re-enter the building unless authorized by emergency personnel.

### FIRE EMERGENCIES

- If smoke or fire is visible activate the nearest fire alarm (if available) and follow evacuation instructions (above).
- Call 9-1-1 from a phone outside the building if possible to provide more information to a dispatcher.

### HAZARDOUS MATERIALS RELEASES

- If an emergency or if anyone is in danger, call 9-1-1 immediately.
- Move away from the site of the hazard to a safe location.
- For laboratories, follow procedures in the laboratory's Chemical Hygiene Plan

- Follow the directions of the Instructor (for academic facilities) and/or emergency personnel.
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release.

### **SUSPICIOUS OBJECTS**

- Do not touch or disturb object.
- Call 9-1-1, report object.
- Notify your instructor (in academic facilities) and/or building staff, if possible.
- Be prepared to evacuate the building if so ordered.

### **POWER OUTAGE**

- Remain calm; provide assistance to others if you are able.
- Turn off and unplug computers and other sensitive electronic equipment.
- For laboratories, follow procedures in the laboratory's Chemical Hygiene Plan.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Follow directions from your instructor (for academic facilities), building personnel, and/or emergency personnel. Report outage to 335-9000.

### **SUSPICIOUS PERSON**

- Do not physically confront the person.
- Do not let any person into a locked building/office unless that person is known to you to have a specific reason and approval to be there, including any suspicious person.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

### **HOSTILE INTRUDER**

WSU teaches a Run, Hide, Fight protocol in the event of an active shooter or other violent situation. Should you find yourself in this situation, you alone must assess and determine which option will provide the greatest degree of security.

- If possible, run to an exit and get to a safe location. Call 9-1-1 when you are safe.
- If a safe escape is unlikely, hide until help arrives or a safe exit is available. Close and lock doors, turn off lights and silence cell phones.
- As a last resort, and only if your life is in danger, you may choose to fight. Be aggressive and use improvised weapons such as a fire extinguisher, scissors, glass items, etc. Fight as a group if possible.
- Please check the detailed guidelines on what to do if a hostile intruder is on campus at this site: <http://public.wsu.edu/~forms/PDF/BPPM/50-30-5-7.pdf>

- You should familiarize yourself with this information and be prepared to act as necessary during emergencies.

### **SHELTER-IN-PLACE**

- Shelter-in-place may be required for a number of different issues: hazardous material release, active shooter, threats of violence, weather incidents, etc.
- Identify locations prior to need where you can safely shelter-in-place. Doors need to lock from the inside, and ideally, there should be no (or a minimum) of internal or external windows.
- If directed to shelter-in-place, follow all provided directions.
- Secure all doors and windows. If possible move desks or other objects to block doors. If present, close shades on windows. If possible move all people away from doors and windows.
- After calling 9-1-1 to report the situation, keep quiet- no talking. Turn off the lights. Turn off cell phone ringers and set to vibrate only. Stay off cell phones if possible.
- Do not open the door, except to law enforcement officers. Stay sheltered until you have directions from proper authority to leave.

**For Additional Important Information for your Safety and Security, check out the WSU Campus Safety Plan:**

**<http://safetyplan.wsu.edu/>**

**and the WSU Security/Fire Report**

**<https://police.wsu.edu/annual-security-fire-reports/>**

### **Preparing for Emergencies in your Home, Dorm Room or Apartment:**

Planning ahead and taking some basic steps can help ensure your safety during major or minor emergency situations that occur when you are in your home, apartment or dorm room.

The following are things you can do to help yourself when emergencies occur:

- Make sure you have working smoke alarms. Have smoke alarms on every level of your home, including the basement. Many fatal fires begin late at night or in the early morning. For extra safety, install smoke alarms both inside and outside the sleeping area. If you are a renter, contact your landlord. Check your batteries at least twice a year!
- Smoke alarms should be installed on the ceiling or 6-8 inches below the ceiling on side walls. Since smoke and many deadly gases rise, installing your smoke alarms at the proper level will provide you with the earliest warning possible. If you live in a dorm, check with residence hall staff to

make sure smoke alarms, sprinkler systems and fire alarms are present and functioning properly. Do not hang items on the sprinklers.

- Know how to get out of your living unit if a fire or other emergency occurs. Be sure to identify at least two ways out in case one is blocked or inaccessible. Those living in basements should check to be sure they have proper egress windows. Those living on upper floors should consider acquiring portable escape ladders.
- Keep extra flashlights, extra batteries and a battery operated radio in your living unit in case there are power outages or other circumstances where you will need to receive emergency information via radio.
- Be especially careful with electricity and electrical connections for appliances and electronics. Overloaded electrical outlets cause serious fires every day.
- Home safety information can be found <http://www.redcross.org/prepare/location/home-family>

**Take an active role in your own safety and security. Take time NOW to be fully aware of your surroundings and what you can do to help get yourself out of emergency situations as they occur.**

### *What do I need to do to prepare for emergencies?*

Everyone should prepare to be on their own for at least the first 72 hours of any major emergency situation. Lessons learned from previous events (like SuperStorm Sandy and its effects on the East coast) show that it can take at least 72 hours for organized emergency help to arrive after a major disaster. By preparing your own **72 hour kit**, you can help ensure your survival.

### Here's what you need for a very basic kit:

- Water: At least 1 gallon per person per day
- Food: non-perishable canned goods with can opener, granola bars, protein bars, “comfort” foods like cookies or hard candy
- [NOAA Tone Alert Weather Radio](#)
- Extra set of clothes with sturdy shoes
- Flashlight with extra batteries and/or light sticks
- First Aid kit including a three-day supply of prescription drugs
- Copies of personal important documents (medication list, proof of address, passport, birth certificates, insurance policies, etc.)
- Entertainment items like a deck of cards
- Shelter-in-Place supplies such as duct tape and plastic sheeting

- Cash: ATM's won't operate if the power is out
- Put together small versions of the kit for the office, car and school
- **Remember, emergency supply kits should be designed to fit your needs.** If you have pets, be sure to have food, water and supplies for them, too. If you or a family member requires prescription medicine, make sure you keep an extra supply on hand at all times as pharmacies may be affected by the disaster and not functioning. If you have children, take into account their special needs- diapers, medicines etc.

**There are lots of other things you can include.** Check out these websites for more information: <http://www.ready.gov/kit> or <http://www.redcross.org/prepare/location/home-family/get-kit>

### *How will I know what I should do during an emergency and how will I stay informed?*

- On campus, your source of emergency information is the WSU ALERT web page, if power is still functioning: <http://www.alert.wsu.edu> .
- Your best source for general information during a major emergency when the power is not functioning is to have an AM/FM radio that can run on batteries. Make sure to have plenty of extra batteries to keep it running!
- You can also use an emergency radio that can be hand cranked or run on solar power as an alternative.
- Download the NOAA Weather Alert app for free on iPhones and android if you have a smartphone.

### *How do I contact my family in case of an emergency?*

Communications systems will usually be disrupted to some degree in any emergency situation. Many people have wireless telephones in their homes that function with a base station that require electricity to operate. During a power failure, these will not work. Cell phones are a great alternative, but cell phone systems may be jammed due to overuse or may only function for a short time if electrical power is out. If phone lines are functional, it may be easier to call long distance than it is to call across town. Text messaging is often more reliable than a phone call. Families and friends can lose contact during an emergency very easily. It is important that you have a plan for emergency communications and all the numbers are regularly updated to implement that plan. Check this website out for more information on developing a family and friends emergency communications plan. <https://www.ready.gov/emergency-planning-checklists>

Remember, emergency preparedness begins with each one of us. Take small steps each month to ensure that you are ready for whatever comes to campus.

be **A**ware of developing incidents,  
**A**ssess each situation, and  
take **A**ction to ensure your own safety!

